

**CITY OF CASPER
FORT CASPAR MUSEUM
4001 Fort Caspar Rd, Casper, WY 82604
307.235.8462**

RENTAL AGREEMENT: Indoor Spaces

DATE of EVENT: _____

GROUP: _____ **CONTACT:** _____

ADDRESS: _____

TELEPHONE: _____

EVENT: _____

SPACE: _____ **# of PEOPLE:** _____

HOURS of EVENT: _____ **APPROX. ARRIVAL TIME:** _____

ALCOHOL: Yes or No (If Yes, additional fees apply, and an Alcohol Permit and/or a Licensed Server will be required.*)

DEPOSIT*: \$ _____ (Deposit must be paid in advance and will be returned after a post-event inspection of the space.)

FEES: **RENTAL FEE*:** \$ _____ (e.g. Multi-Use Room, Classroom, Outdoor Space, etc.)

USAGE FEE*: \$ _____ (\$1.50 per person Facilities Usage Fee)

OTHER FEES*: \$ _____ (e.g., Alcohol Permit, A/V equipment rental, etc.)

TOTAL: \$ _____ (Due on or before the day of the event.)

EQUIPMENT / ROOM SET UP: _____

OTHER: _____

*Please see the list of fees on "Fort Caspar Museum Rental Fees" sheet.

CLIENT SIGNATURE: _____ **DATE SIGNED:** _____

By signing, you agree to the Rental Terms and Conditions as stated on the reverse.

Reservation by: _____ Date: _____

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RENTAL TERMS & CONDITIONS: Indoor Spaces

1. Any room or equipment damages will be repaired by the City of Casper, and will be charged to the client.
2. Food and beverages are permitted in the rental space only. No food or beverages will be allowed in the Museum Galleries.
3. The walls and the floor can not be decorated, added to, or works of art covered, without prior staff approval. Decorative candles or any open flames are not permitted. Balloons, glitter or confetti are not permitted. No doors or doorways in room can be blocked or covered at anytime.
4. An appropriate Alcohol Permit shall be required when alcohol is served. A licensed server will be required to serve all alcohol.
5. The setup of all A/V equipment including the screen shall be done by the Staff.
6. Children must be supervised at all times and will not be allowed to run throughout the Museum.
7. The event will be over and the space cleaned up by the end of the rental period. The client is responsible for cleaning the tables and will remove all trash from the room and dispose of it the Museum's dumpster.
8. If the client cancels the event 10 business days before the event 100% of the deposit will be returned, if the client cancels 5 to 9 business days before the event 50% of the deposit will be returned, if the client cancels less then 5 days before the event none of the deposit will be returned.
9. Any altercations, fighting or threats may result in closure of the bar(s) at the City's discretion. The City reserves the right to eject or cause to be ejected from the premises any objectionable person or persons; and neither the City nor any of its officers, agents, or employees shall be liable to the Client for any damages that may be sustained by Client through the exercise by the City of such right.
10. The client agrees to indemnify and hold the City harmless from any and all claims arising out of client's use and/or occupancy of the leased property and/or other City facilities described in this agreement to the extent permitted by state law.
11. The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights and defenses it may have pursuant to the Wyoming Governmental Claims Act.

Client Initials: _____

Date: _____